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| **The Majestic Theatre  PARTY BOOKING** | | | |
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| **Client Name** |  | | |
| **Client Contact Number** |  | | |
| **Client Email Address** |  | | |
| **Client Address Including Postcode** |  | | |
| **Date & time of booking** |  | | |
| **Booking with** *(Member of staff)* |  | | |
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| **Bar Hire Information**  Catering is available at an extra charge.  Sound and lighting are included in the bar hire. Bar capacity seated is at 80.  No bouncy castles.  No sticking anything to walls without consent from manager.  Any major changes must be made by a week before the event and no later.  Full hire price must be paid 7 days before the booked date.  Pencilled events will be removed after 2 weeks if we do not hear from the hirer.  **Damage Deposit Conditions:**  *No smoking or vaping inside the building*  *No drug use*  *No abusive behaviour tolerated towards staff, customers, or neighbouring buildings.*  *No ejections from the building*  *No damage to the building, furniture, or facilities. This includes vomiting.*  *Alcohol must only be purchased and consumed from the bar.*  *Underage drinking will not be tolerated.*  **The full amount of the deposit must be taken to secure the date.** | | | |
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| **Party Hire Charge** | *7:30pm till 12:30am* | *£150* | |
| **Extra Time Charge** | *(Before 7:30pm)* | *£25 Per hour* | |
| **Damage Deposit** | *A damage deposit will only be refunded if the following expectations are met.* | *£100* | |
| **Auditorium** | *Seating in the auditorium is not included. Customers can use this facility for dance floor and other activities.* | *£50ph* | |
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| **Catering information** *These charges are as well as the charges above* | | | |
| **Hot Buffet Selection** | *£14 per head*  *Please discuss options with the catering team regarding what hot food you wish to choose.* | |  |
| **Cold Buffet** | *£7.50 per head*  *Please discuss options with the catering team.* | |  |
| **Table Cloth Hire** | £15 per tablecloth.  *If any table cloths are seriously damaged this could be deducted from the damage deposit.* | |  |
| **Utensil hire if using own catering** | *£2 per head* | |  |
| **Organising own catering.**  *Please note this must be discussed with management to ensure we can fit this in for you.* | | |  |

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| **Deposit** *Must be paid asap to secure the date.  Event will be removed after two weeks if we do not receive a deposit unless discussed with management.* |  |
| **Remaining balance to pay by \_\_\_\_\_\_\_** |  |
| **Total Amount** |  |

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| Please make payment to:   HSBC Sort Code 40-19-03 Account Number 72357062 | Lyall Events & Entertainment LTD  Majestic Theatre 78-80 Bondgate Darlington DL3 7JT TEL: 01325 633296 |
| Hayley Warters – Company director  Hayley@the-majestic.co.uk   Signature: A picture containing hanger, insect  Description automatically generated | |